



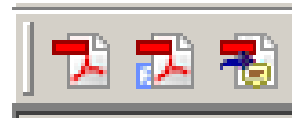
Converting Documents to PDF Files (Portable Document Format)

There are multiple ways to convert a document into a PDF using the Adobe software depending on how it has been installed on your computer. This document describes two easy methods:

- Creating a PDF using the Adobe Toolbar from within an application (i.e. Word or PowerPoint)
- Converting a PDF using the Adobe PDF printer (*not a physical printer*...prints the PDF to your screen).

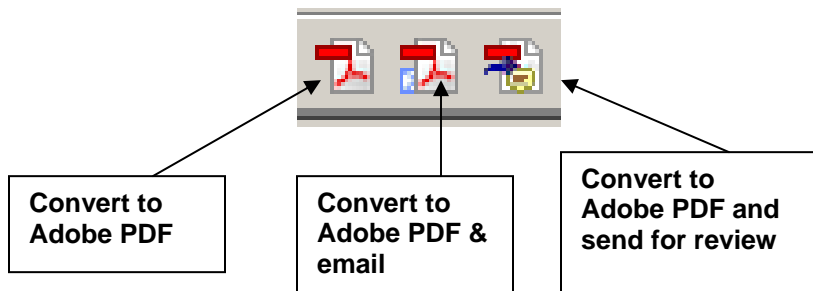
Method 1: Using the PDF Toolbar from within a Document

1. Log on to the computer and open the document you want to change to a PDF.
2. Once the document opens, look for the **PDF toolbar** located in the upper left hand corner of your document.



Note: If you do not see the Adobe PDF toolbar, go to Method 2 below to use the printer options to convert a document to a

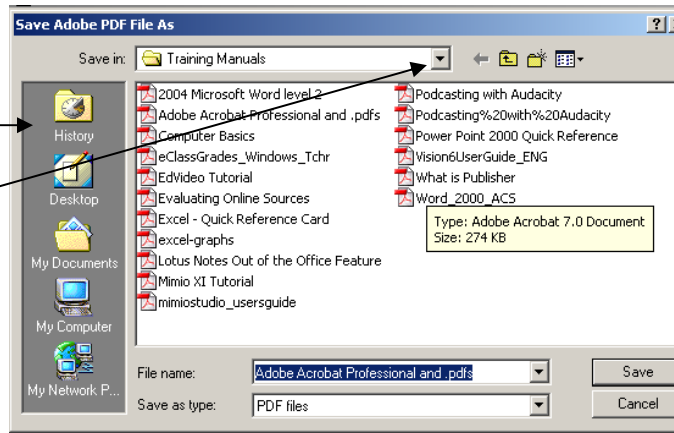
3. The toolbar consists of three shortcut buttons each doing something different.



4. Click on the “**Convert to Adobe PDF**” button.

6. When you click on the button, a “**Save Adobe PDF File As**” window opens.

- Click the dropdown menu to change the location of where you want the PDF saved on the network (*if different from where your original document was saved*).



- Type in new file name (if different than your original document).

7. Click on the **Save** button.

8. You will then see the Adobe PDF window showing you that it is preparing your document as a PDF.

9. When it is finished, your document will reopen in Adobe Reader as a PDF file.

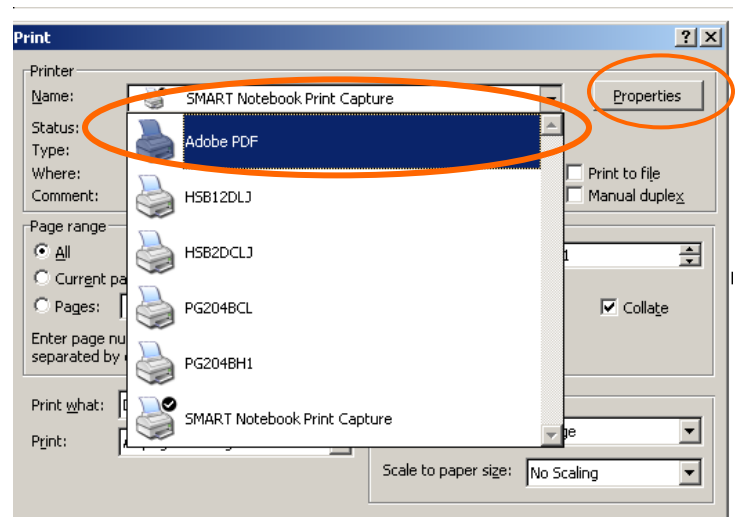
Note: When you convert a document to a PDF, your original file stays intact. If you later need to modify this document, you would want to delete the PDF version, modify the Word document, and then “reconvert” the modified document to a new PDF.

Method 2: Using the Adobe PDF Printer Option

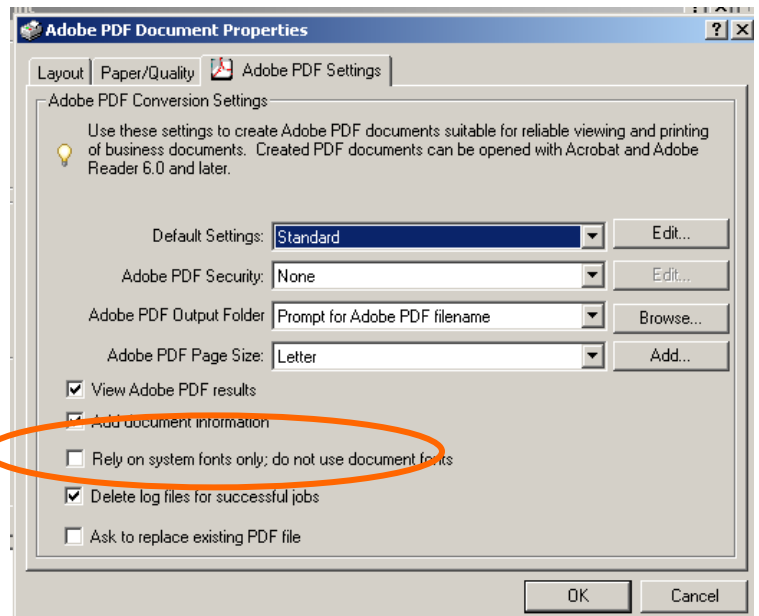
Note: This method is recommended when converting documents that are being sent to BOCES via WebCRD for printing.

1. Open the document you want to convert to a PDF. .
2. From your toolbar, click “File” and then “Print”.

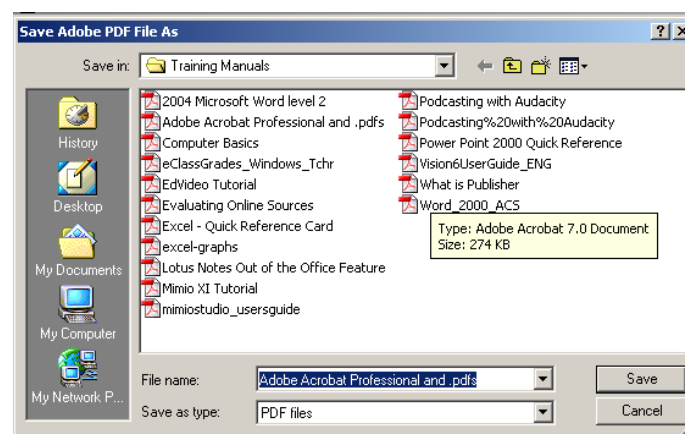
- When your Print window opens, choose the **Adobe PDF printer** from your list of printer options.
- Check the Properties button to adjust. PDF settings (*see Note below*). Click OK when finished.
- To continue the conversion process, click OK again from your



Note: To confirm that all font styles are embedded properly, it is recommended to deselect the checkbox that says: “Rely on system fonts only, do not use document fonts”. If the document you are converting has embedded fonts that are not installed on your computer, it will be missing from the PDF if you “DO NOT” deselect this option.



- When your “**Save Adobe PDF File As**” window opens.
-
- Click the dropdown menu to change the location of where you want the PDF saved on the network (*if different from where your original document was saved*).



Converting Documents to .pdfs.doc

- Type in new file name (if different than your original document).
 - Click the Save button when finished.
6. Your document will begin to be converted. When complete, the PDF will automatically open in Adobe and you can check on how it looks.

For additional information on Adobe PDF printing options visit:

http://help.adobe.com/en_US/Acrobat/8.0/Professional/help.html?content=WS58a04a822e3e50102bd615109794195ff-7f2b.html